



YEARLY OVERVIEW 2023/24

SUBJECT/ AREA: Works4U

SUBJECT LEADER: A.Szeremeta, M.Vadhera and S.Kauser

DATE: September 23

TERM	AUTUMN TERM 2023		SPRING TERM 2024		SUMMER TERM 2024	
Dates	4/01-20/10	30/09-19/12	4/01-9/02	19/02- 28/03	16/04-24/05	3/06-23/07
Year 12	<p><u>All about me and my future plans</u></p> <p>My name and other details</p> <ul style="list-style-type: none"> • My interests and hobbies • Things I would like to try • Existing work experiences • My career aspirations <p><u>Understanding my skills and personal attributes</u></p> <ul style="list-style-type: none"> • what is a skill and a quality? • Identifying strong skills and attributes • Identifying skills to improve • Examples of skills needed in different industries 	<p><u>Enterprise</u></p> <ul style="list-style-type: none"> • Different types of businesses • Skills needed to set up a business or an enterprise scheme. • Ways of promoting business/ enterprise scheme • Realistic enterprise ideas to run using team work • Working as a team to make a plan, budget and figure out the logistic of an enterprise • Promoting enterprise to a group of people (including a presentation), e.g. cake sale, charity event and school fair • Organising enterprise in school <p>Carrying out and collecting money from a school enterprise</p>	<p><u>Awareness of industries</u></p> <ul style="list-style-type: none"> • Different roles within a company • Promotion: <ul style="list-style-type: none"> - passing your probation, - appraisals, - pay rise, incl. age related - Work place Unions <p><u>Personal Development</u></p> <ul style="list-style-type: none"> • mandatory training in work places • additional training in work places • private training-increasing employability: <ul style="list-style-type: none"> - searching for appropriate courses - making portfolio 	<p><u>If not ready for a job</u></p> <ul style="list-style-type: none"> • Internship • Traineeship • Apprenticeship • Paid and unpaid options <p><u>Supporting services</u></p> <ul style="list-style-type: none"> • Job centre • Citizen Advice Bureau • Princess Trust 	<p><u>Work Life</u></p> <ul style="list-style-type: none"> • First day at work: <ul style="list-style-type: none"> - Meeting new people - Etiquette - Social dos and don'ts • Appropriate clothing for different industries and personal hygiene • Health & safety • Compulsory training at work • Breaks and holiday entitlement • 	<p><u>Work Life</u></p> <ul style="list-style-type: none"> • Expected behaviour • Strategies when feeling under pressure • Using initiative • Team work • Lone working • Time management • Organisation of your work environment and the work load



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	<u>CV building</u>	<u>Understanding work systems:</u>	<u>Communication in work place</u>	<u>Communication in work place</u>	<u>Job search</u>	<u>Interviews</u>
<p>Year 13</p>	<ul style="list-style-type: none"> • Name and personal details • Writing about yourself • Identifying confidence and competencies in own skills and attitudes • List of exams and levels • List of work experiences with dates • Expressing what have you done and learned during each work experience 	<ul style="list-style-type: none"> • Payslips, • holiday leave, • taxes • NIN • Contract Bank account 	<ul style="list-style-type: none"> • Meeting someone for the first time • Following instructions • asking for help • copying with change • solving problems • dealing with conflict • resilience 	<ul style="list-style-type: none"> • Appropriate Language- slung vs formal language • Phone skills: <ul style="list-style-type: none"> - - Tone of voice - Putting callers on hold - Asking questions - Passing/ taking on information - Taking an order - Clarifying information - Apologising - Emergency • Emails: <ul style="list-style-type: none"> - Title - To, CC and CCB - Asking questions - Passing/ taking on information - Taking an order - Clarifying information - Apologising - Emergency - proofread 	<ul style="list-style-type: none"> • establishing industries that best suit own interests, skills and experiences • exploring different ways of looking for a job: <ul style="list-style-type: none"> - online, incl. registering CV - papers - going places - asking friends and family • Things to consider when looking for/ applying for a job, e.g.: time of travel, means to get there, uniform requirement, shifts patterns, salary, narrowing search to experiences, interests and skills. • Applying for a job: <ul style="list-style-type: none"> - Filling out an application form - Covering letter • Checklist of important documents, items and information before leaving school: <ul style="list-style-type: none"> - 2 forms of ID - Bank Account - Personal email address - Up to date CV 	<ul style="list-style-type: none"> • Dress code • First impressions • Body language • Knowing about the job you're applying for • Talking about interests and hobbies • Being able to talk about your skills and knowledge confidently • Being able to justify your choice of applying for the job • Being able to ask questions • Managing difficult questions • Mock interview: <ul style="list-style-type: none"> - in person - over the phone - group interviews • Feedback and improvement



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					<ul style="list-style-type: none"> - Mock interview - Resignation letter - Thank you letter to old work experience - Bus/ train pass - NI Number - Passport photos - Mobile Number 	
Year 14					<ul style="list-style-type: none"> • Making sure CV is up to date • Checklist of important documents • Recall of how to apply for jobs • Recall of interview skills 	